



# Forest Heights Police Department Policy and Procedures Manual

Subject:	Position Responsibilities			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 2	Section: 2	Number of Pages:	2	Replaces: GO 2010-3, 2000-58
Original Issue: 01/01/16		Revised:		

## A. Purpose

To establish responsibilities for the Forest Heights Police Department (FHPD) personnel positions.

## B. Chief

1. The FHPD Chief of Police is the appointed head of the FHPD and is responsible for its full and complete operation in accordance with the policies set forth by the administrative direction of the Town of Forest Heights (Town).
2. The Chief will administer the activities and operations of the FHPD and will make policy, regulations and rules necessary to promote the effective and efficient performance of responsibilities.
3. Chief's Authority
  - a. Pursuant to Town Code 23.1 ET SEQ. (Emergency Ordinance 03-10), the Chief of Police shall have authority to manage and operate the Town's police department subject to approval and oversight of the Mayor and Council.
  - b. As enumerated in Emergency Ordinance 03-10, State law, and Town policy, where applicable, the duties of the Chief include but are not limited to managing the day-to-day operations of the Department and supervising the Department's police and civilian employees, including but not limited to the scheduling of Department employees and the discipline of police and code enforcement officers in accordance with the provisions of State law, where applicable.
  - c. To this end, the Chief is delegated with the authority to issue written directives to allow him to fulfill these duties.

## C. Supervisors

1. Police supervisors will actively oversee the performance of subordinates to insure compliance with all FHPD policies and procedures. When assigned temporary command of an operation/project a police supervisor will actively manage its operation.
2. A supervisor's function is to direct the work of others. His effectiveness is based on the performance of the persons he supervises.
3. A supervisor will, at a minimum, hold the rank of sergeant and:
  - a. be a leader;
  - b. be aware of the morale of those supervised; and
  - c. influence and motivate those supervised relative to the quantity and quality of their work.

## D. Officers

1. Officers will be responsible for prompt and proper action in all police matters and the rendering of prompt and courteous service in the manner prescribed by the rules, policies, and procedures of the FHPD.
2. In the absence of written directives covering specific situations, an officer is expected to

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exercise proper and reasonable judgment in the performance of his duties.

3. Officers will work rotating shifts established by the Chief.
4. All officers will be on-call 24-hours a day 7-days a week. Accordingly, all officers should make themselves accessible to communications from the FHPD at all times - even when off-duty.
5. All required reports will be completed in a manner that can be easily read and understood. Completed reports will be turned into the supervisor for approval prior to leaving at the end of the officer's shift. Copies of all citations and parking tickets will be turned in at the end of the officer's shift.
6. Officers shall be responsible for all other duties assigned by the supervisor or Chief of Police.

### **E. Civilian Personnel**

Civilian FHPD employees are subject to compliance with FHPD policies, procedures and rules. They will perform their assigned duties in such a fashion, and at such times, as may be specified by directives and by their superiors.

### **F. Chief of Police and Code Enforcement Officer**

The duties of the Chief of Police and the Code Enforcement Officer are further described in Article 23 of the Town Ordinance Code.